



**Sustainable Food Policy Board
APPROVED**

**OCTOBER MEETING MINUTES
Monday, October 28, 2013**

The Sustainable Food Policy Board (SFPB) convened on Monday, October 28, 2013, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Board Members in Attendance:

Paula McDermott – Chair	Selena Booth	Dominique Bowman
Ronda Rutledge – Vice Chair	Hildreth England	Kathy Green
Melanie McAfee	Michele Murphy-Smith	Erin Flynn
Mary Teeters		

Absent Board Members:

Katherine Nicely Rob Borowski

Staff in Attendance:

Marisa Balancier, A/TC HHSD	Linda Terry, A/TC HHSD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	Cassie DeLeon, HHSD	Kate Vickery, PARD SUACG
Andrew Gill, PARD	Meredith Gray, PARD	

CALL TO ORDER

Chair Paula McDermott called the meeting to order at 12:37p.m.

1. CITIZEN COMMUNICATION

None

2. APPROVAL OF MINUTES OF SEPTEMBER 23, 2013.

- Member Kathy Green moved to approve minutes.
- Member Michele Murphy-Smith seconded motion.
- Motion passed 8-0-0.

*Members Selena Booth and Melanie McAfee not present at vote.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol [15 Minutes]

- 1) Introduction of new Boards and Commissions Coordinator
 - Mary Lamoreaux unable to attend meeting.
 - No action taken.
- 2) Election of Officers
 - a. Chair
 - Member Michele Murphy-Smith nominated Ronda Rutledge.
 - Member Erin Flynn seconded nomination
 - Member Ronda Rutledge agreed to accept nomination with the provision that she only be chair for six months and a new election to replace her be held at the April 2014 full board meeting.
 - Member Ronda Rutledge elected chair on a 10-0-0 vote.

- a. Vice-Chair
 - Member Ronda Rutledge nominated Selena Booth.
 - Member Michele Murphy-Smith seconded nomination
 - Member Selena Booth accepted nomination.
 - Member Kathy Green nominated Hildreth England.
 - Member Michele Murphy-Smith seconded nomination
 - Member Hildreth England accepted nomination.
 - Hildreth England elected Vice-Chair in a secret ballot election.
- 3) Board Membership Update – Vacancies/Appointments
 - Currently two City vacancies in Council members Morrison and Spellman’s offices and one County vacancy to be appointed by Judge Biscoe.
 - Reviewed board member absences.
 - No action taken
- 4) 2014 Board and Commission Meetings at City Hall
 - a. Construction to accommodate 10-1 Council
 - Discussed room availability during construction in 2014.
 - No action taken.
 - b. Televised Meetings in 2014
 - Discussed room requirements and options regarding televising meetings.
 - No action taken.
 - c. 2014 Meeting Dates and Times
 - Member Michele Murphy-Smith made motion to accept current meeting dates of third Monday of the month for Executive Committee and the fourth Monday of the month for the full board meeting.
 - Kathy seconded motion for Monday meeting dates.
 - Suggested times for evening meetings 6:00p.m. or 6:30p.m. City and County staff will check on City and County location room availability.
 - Motion for Monday meeting day passed on a 10-0-0 vote.
- 5) 2014 Work Plan
 - Item tabled until after recommendation follow-up and working group briefings.
 - Discussed process of putting work plan together.
 - No action taken

*Member Michele Murphy-Smith left dais at 2:10p.m.

B. Board Recommendations Follow-up [45 Minutes]

- 1) Supplemental Nutrition Assistance Program Outreach/Incentives
 - \$158,000 in funding has been provided for staff at neighborhood centers to facilitate enrollment but currently no funding has been provided for incentives.
 - No action taken
- 2) Healthy, Local, Sustainable Food in City/County Venues
 - Board’s recommendations will be included in Council briefing on November 7th.
 - No action taken

3) Land Use Code-Urban Farm Definition Revision

- There has been a request for a postponement until November 21st.
- Council member Martinez has requested a group comprised of interested parties from both side meet for further discussion.
- No action taken.

Citizen Input: Lindsay Razzaz

- Texas A&M Agrilife Extension
- Request that extension board use/engage extension as a partner in education and outreach/ provide technical assistance on the issue of community gardens.

4) Food Surplus and Waste Reduction

- City Staff Jessica King and Tammie Williamson from Austin Resource and Recovery.
- Updated board on current status and activities of working group.
- No action taken.

5) Farmer's Market Ordinance Recommendations

- Vince Delisi from Environmental Health Services provided update.
- Recommendation went through Council and an official permitting system specific to farmers' markets is now in place.
- Additional meeting to work out logistics planned and effective date to be announced.
- No action taken.

C. Working Group Briefings and Recommendations [25 Minutes]

1) Food Security Working Group

- Working on Community Health Improvement Plan (CHIP) elements related to food security.
- Compiling research on healthy food zones.
- No action taken.

2) Community Engagement and Outreach Working Group

- Creating a distribution list of community partners to share amongst board members to improve working group attendance.
- No action taken.

4. **REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]**

5. **FUTURE AGENDA ITEMS [5 MINUTES]**

- County Budget Process Update
- Ag land Preservation Bond
- Work Plan Update

ADJOURNMENT

Meeting was adjourned at 2:22 p.m.